



15 February 1967

The Honorable John W. Macy, Jr.  
Chairman  
United States Civil Service Commission  
Washington, D. C. 20415

Dear John:

Thank you for your letter of 25 January 1967 and the opportunity to comment on the use of personality tests. The administration and use of personality tests are under the jurisdiction of our Director of Medical Services. All psychological and psychiatric evaluations as well are conducted under the professional and administrative direction of the same office.

In medical examinations for employment, a screening questionnaire assists in identifying individuals to be seen in psychological and psychiatric consultation. On occasion a small percentage of consultations are augmented by the administering of personality tests by clinical psychologists. Such tests are also utilized in fitness for duty and employment problem cases when an examining psychologist or psychiatrist feels such additional procedure would be helpful. The choice of tests to be used in these instances is a matter of professional judgment exercised by Agency psychologists and psychiatrists under the direction and guidance of the Director of Medical Services.

We have not deemed it necessary or appropriate to issue written policy or guidelines on personality testing because it is an integral part of our medical program and is administered with the same care and professional judgment as all other aspects of the program. All medical information developed by our Office of Medical Services in connection with examinations of appointees, including the results of personality tests, is maintained in confidential medical files under

the control of the Director of Medical Services. These files are separate and distinct from Agency personnel files with retention by and access limited to professional medical personnel of the Agency.

Our program has not changed appreciably over the past eighteen months, and our principles and procedures remain essentially as described when we were afforded the pleasure of a visit from your representative, Dr. Albert P. Maslow, on 25 August 1965.

Sincerely,



L. K. White  
Executive Director

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